



GPC NEWSLETTER

December 2003



SeaSon's Greetings!! Christmas and the New Year are just around the corner. Here's hoping yours is enjoyable and safe.

This informational newsletter is prepared and distributed by the 61st Contracting Squadron (61 CONS) for the use and enlightenment of all GPC cardholders and billing officials at organizations serviced by Los Angeles Air Force Base, CA. This information is intended to broaden and refresh knowledge of the GPC program and its guidance. You are encouraged to maintain these briefs as part of your permanent file. This month's topics include web-based training password change, tracking your funds, GPC surveillance requirements, quarterly spending limits, and other pertinent subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:

<http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

GPC SURVEILLANCE REQUIREMENTS

Billing Officials shall perform surveillance reviews of 100% of their cardholder accounts at least every 12 months. Convenience check accounts shall be reviewed every quarter. Newly appointed cardholders should be actively reviewed during the first three months to ensure they are effectively performing their duties and following procedures. Results of surveillance reviews, including corrective/disciplinary action taken shall be documented and retained on file. Anyone that needs a copy of the checklist may contact the GPC team and we will forward copies to you. Please submit a copy of your surveillance report by COB 22 Dec 03.

WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training has changed. Effective Friday, 05 December 2003, the password changed to "wisdom" and affects all users. The Web-based training ID is not affected by this change and remains "usbank". The C.A.R.E. Web-based training site is located at <https://wbt.care.usbank.com> or by selecting the E-Services tab located on the main page of C.A.R.E.

TRACKING YOUR FUNDS

It is the Billing Official's responsibility to maintain a running balance of their funds. IAW AFI 64-117 paragraph 4.3.4.1.1 states: 4.3.4.1.1. "The approving official is responsible for providing GPC dollar limits to the A/OPC for all of their cardholders and to ensure that established limits are not exceeded." This includes the funds committed on the AF Form 4009. Based on the number of accounts that have been suspended over the past few months for insufficient funds violations, I am stressing the importance of the Billing Officials coordinating with SMC/FM Accounting Liaison Office, to ensure your records agree.

In addition, if you receive credits from vendors for returned items, you must ensure the money is available in commitment status in Looking Glass / BQ. If the credit appears in the same billing cycle that the charge was made, no need to make any adjustments. However if the charge is made in one month and the credit is reflected in a future month, the Billing Official must notify Finance to adjust their funding in Looking Glass / BQ. Failure to do this may result in insufficient funding, a minimum 30 day suspension of the Billing Officials account.

USE OF LOCAL SMALL BUSINESSES

In addition to the requirement to use the statutorily mandated sources in FAR Part 8 (UNICOR, JWOD, etc.), guidance has been added mandating the equitable distribution of GPC micro-purchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202(a)(1), with special consideration paid to supporting local, small, and small disadvantaged businesses.

Bottom Line: If you have navigated your way through the maze of mandatory sources and still can't find what you're looking for, PRIOR to contacting a large business-entity, locate a local, small or small disadvantaged business. It is those type firms that are the backbone of the economy.

RECEIPTS

Cardholder must have a receipt for every purchase that is made using the GPC. If you are missing a receipt you **MUST** write a Memorandum for Record (MFR) explaining what you bought and why you don't have a receipt.

QUARTERLY SPENDING LIMITS

Under the latest guidance, the Financial Services Office (FSO) is required to set the quarterly spending limits for each approving official account at the same dollar value as the AF Form 4009. This is designed to serve as a safeguard to hopefully prevent the overspending of funds attached to the account, an offense that will result in unit commander notification and suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action. **In the event your card is declined, first contact the bank to ascertain the exact reason. Then, call one of us and we will get the problem resolved. Whenever you encounter this problem, your FIRST step should be to contact the bank.** If your problem is a result of exceeding your quarterly limit, contact SMC/FMF (SSgt Buckner, 3-6120) for assistance.

IMPAC REBATES

IMPAC Rebates are issued by US Bank as a result of actual spending and timely payment of our monthly GPC bill. US Bank issues a check to the US Treasury for the total IMPAC Rebates on a quarterly basis. Because the rebates are usually small, these funds are forwarded to 61 ABG/CC and added to the Quality of Life funds. 61 ABG/CC manages the Quality of Life funds for LAAFB. Do not include these rebates in your funds (as a credit), they are NOT credited to your account.

CELL PHONE SERVICE

If your annual requirement is under \$2,500, continue as you have in the past. Do not pay for services in advance (pay no more frequently than monthly) and do not sign up to any agreement that would impose a penalty for early termination. If your annual requirement is above \$2,500 and less than \$25K, you may obtain your services using the GPC card only if granted, in writing by 61 CONS/CC, procurement authority above \$2,500 AND the services you are buying are on a prepriced contracting instrument (in this case a GSA contract or BPA). If your annual requirement is in excess of \$25,000, you must continue to submit your requirement to 61 CONS/LGCC for procurement.

COMPUTER INVENTORY

Billing Officials and Cardholders must make certain that all computer equipment is added to the organization computer equipment inventory / listing. If an auditor sees an item is bought, but is not tracked on an inventory list, as required, he/she could go directly to OSI with a possible fraud case. No one wants that, so protect yourselves and make sure everything that should be accounted for is.

ENVIRONMENTAL PROTECTION AGENCY (EPA) GUIDELINE ITEMS

The Resource Conservation and Recovery Act (RCRA) and Solid Waste Disposal Act require agencies to use recovered materials for EPA-designated items to the maximum extent practicable without jeopardizing the intended use of the item.

A list of EPA Guideline Items can be requested from the Environmental Management section at the Base Civil Engineer Office (61 ABG/CEV). Items include paper and paper products, vehicular products, construction and transportation products, park and recreation products, landscaping products, and non-paper office products.

Acquisition of EPA-designated items that do not meet the EPA minimum recovered material standards **must** be approved by the cardholder's two-letter commander or equivalent. Compliance with the Affirmative Procurement Executive Order 13101 is required at all dollar levels. A written determination based upon one of the following reasons must be maintained by the cardholder organization for any orders above \$2,500.

- 1) Items containing EPA-recommended recovered content standards are not available within a reasonable period of time.
- 2) Items are only available at an unreasonable price. Include sufficient information to support price decision.
- 3) Items are not available from a sufficient number of sources to maintain a satisfactory level of competition. Include list of sources queried.
- 4) Items based upon technical verification fail to meet performance standards or specifications.

When conditions apply for repetitive purchases of the same item, an annual blanket determination, approved by 61 CONS, may be approved and maintained by the cardholder's organization.

ENTERTAINMENT

Use of the GPC to provide food, drink, or entertainment for military members, civilian employees, or any other persons is prohibited, except in those cases specifically authorized by law. The AFI 64-117 para 2.4.10 defines entertainment as "food, drink, live and recorded music, theatrical performances, and any other item or activity designed to entertain." Authorized and unauthorized "entertainment" situations payable from appropriated funds are listed in AFI 65-601, Vol. 1. Prohibitions include items used to prepare, serve, or present entertainment (such as food or drink serving materials and equipment, loudspeakers, video recorders, etc.).

BILLING OFFICIAL RESPONSIBILITIES

AFI 64-117, Air Force Government-wide Purchase Card Program, 6 Dec 2002, outlines several actions for which the billing official (BO) is responsible for. The most important of these is the monthly reconciliation of each of their cardholder's statements. Each month the billing official reconciles accounts to:

1. Review, approve, and certify each cardholder's electronic statement of accounts not later than the beginning of the next billing cycle.
2. Verify that all transactions were appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance with AFI 64-117 and AFI 65-601 Vol. 1.
3. Conduct reviews of 100% of all cardholder files at least every 12 months and convenience checking accounts at least ever quarter. Newly appointed cardholder accounts must be reviewed during the first three months. This surveillance is required to ensure documentation and reconciliation is being performed properly.
4. Maintain all original supporting documentation (receipts, approvals, etc.) for accounts when the cardholder or check writer has transferred, been reassigned, or retired and the account(s) is closed.
5. Next, the BO must verify, at least semi-annually, that cardholders are in possession of their purchase cards.

It is imperative that BO accounts are kept current because the program is periodically purged of accounts belonging to personnel known to have departed the base. If a BO account is terminated for any reason, any cardholder account there under will have its spending level decreased to \$0.00.

Lastly, prior to his/her departure, the cardholder must surrender the GPC to the BO who will complete a destruction notice (or write a letter) and forward it to the IPCPM. (4.3.5.8.)

Bottom Line: The BO is an integral element of the GPC program and must perform several critical tasks to insure the program operates efficiently. He/She must keep the IPCPM apprised of all changes in his/her cardholder accounts. Early identification of program participant departures and their replacements will prevent lapses in the organization's ability to procure its supplies and services. Failure to do so could render cardholder accounts useless!!

CARDHOLDER RESPONSIBILITIES

This requirement is not new, but is being re-emphasized!!

Each cardholder must ensure purchase limits assigned to the card account **are not exceeded**. The total amount of a single purchase may be comprised of multiple items, but it **may not exceed the authorized single purchase limit**.

Under the new procedures outlined, purchases will be denied if the authorized single purchase limit, monthly spending limit, or quarterly spending limit are exceeded. As a reminder, payment for purchases shall not be split in order to stay within the single purchase limit. Urgency or expenditure of end-of-year funds does not relieve the cardholder or approving official from compliance with the requirements of the AFI or other fiscal guidance. There are no circumstances that would allow you to circumvent the guidance issued on this subject. Any purchase of supplies, equipment or services that would exceed the single purchase limit **must** be forwarded through the proper channels to the 61st CONS for procurement.

ADDITIONAL GUIDANCE TOOL

AFI 65-601 V1

- Appliances and Furnishings for Work Break Areas (Para.4.40)
- Approving Honoraria and Speaking Fees (Para.4.9)
- Awards and Gifts (Para.4.29)
- Bottled Drinking Water (Para.4.45)
- Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
- Change of Command Ceremonies (Para.4.27.2)
- Entertainment (food, drink, music, etc) (Para.4.28)
- Ethnic and Holiday Observances (Para.4.26)
- Graduations (Para.4.27.3)
- Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
- Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
- Microwaves/Refrigerators (Para.4.40)
- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

PURCHASE CARD TRAINING INITIAL / REFRESHER

GPC Initial Training is REQUIRED for those Billing Officials, Alternate Billing Officials, Cardholders, and Convenience Check Writers who have not previously completed formal training in small purchases/contracts. Prior to attending the GPC Initial Training class, each person MUST complete the DoD Government Purchase Card Tutorial at http://clc.dau.mil/kc/no_login/portal.asp. Attendees MUST bring a copy of their Certificate of Completion (online training certificate) to the class. If they do not have the Certificate of Completion, they will not be allowed to attend the GPC classroom training. Please contact the GPC Team for instructions to access the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing officials (alternates included) and cardholders. Failure to attend this training within **30** days of your due date will result in temporary suspension until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 07 Jan 03 from 0800 to 1200 in Bldg 219, Room 1080

The next GPC Refresher training session is scheduled for 14 Jan 03 from 0900 to 1200 in Bldg. 219, Room 1080

Attendance is on a first-come, first-served basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

In essence, you must attend refresher training within 12 months of your last training session... whenever that was!! Attending either the Initial or Refresher training will satisfy the annual refresher training requirement.

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
07 Jan 04	14 Jan 04
04 Feb 04	11 Feb 04 (1440 C&D)
03 Mar 04	10 Mar 04
07 Apr 04	14 Apr 04
05 May 04	12 May 04
02 Jun 04	09 Jun 04

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smcpk.impac@losangeles.af.mil. Take good care of yourselves!!

Dalice